

February 7, 2003

CSD/DAGS STAFF CONTRACTS
RULES AND EXPECTATIONS 2003

1. Contractors shall read The SPECIAL PROVISIONS and GENERAL CONDITIONS OF THE CONTRACT distributed in the mandatory information meeting as they form part of the contract entering between the contractor and the State for all CSD/DAGS Staff Contracts.
2. All documents submitted **must** have CSD/DAGS **project coordinator's name** on the transmittal to avoid any delay. Any documents without project coordinator's name will be returned immediately.
3. Contractor must attend Project Pre-Bid Meeting with the school officials to qualify to bid on the project.
4. Contractor must submit the SUBCONTRACTING PERCENTAGE FORM (enclosed) with the PROPOSAL/OFFER bid form if part of the work will be performed by subcontractor(s).
5. Submittals (certified payroll, tax clearance, force account sheet, etc.) shall be submitted in time in according to General Conditions. Late submittals will result in a Not Satisfactory mark on the EVALUATION ON CONTRACTOR'S PERFORMANCE form.
6. A two (2) year written warranty on all materials and workmanship shall be submitted within one (1) week of the job completion.
7. For Emergency Work contracts in the amount of less than \$500, payment shall be made by the lump sum price agreed with the DAGS/CSD District Manager and the Contractor. If agreement cannot be reached on the lump sum price, Force Account Daily Reports shall be completed and submitted to DAGS/CSD for verification and payment.
8. For Emergency Work contracts in the amount of \$500 or more, Force Account Daily Reports shall be completed and submitted to DAGS/CSD for verification and payment. The attached DAGS – CENTRAL SERVICES DIVISION DAILY FORCE ACCOUNT REPORT shall be used to keep record of cost. Other forms will not be accepted.
9. Contractors will be evaluated by the project coordinator using the EVALUATION ON CONTRACTOR'S PERFORMANCE form. Any contractor refusing to submit a bid without acceptable reasons, or received "Not Satisfactory" marks three times will be eliminated from the Contractor list. A warning meeting will be set up between the contractor and CSD Engineer after two refusal to bid or "Not Satisfactory" marks are given to the Contractor.

10. Original or a signed “certified original” invoice with all necessary documents (one package) shall be submitted no later than one (1) month after the completion of the project. Any delay will result in a “Not Satisfactory” mark on the evaluation form.
11. If you have not done business with Central Services Division within the past year, please submit a copy of your invoice, showing your company name, mailing and/or remittance address, telephone number, contact person, and federal I.D. number. You can fax (831-7960) or mail to Central Services Division, 729 Kakoi Street, Honolulu HI 96819, Attn: Purchasing Office.